



License Agent News



California Department of Fish and Game
August 2004

LICENSE AND REVENUE BRANCH

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WATERFOWL PROGRAM

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LICENSE AGENT ORDER DESK

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LICENSE INFORMATION

(916) 227-2245

VISIT OUR WEBSITE AT:

www.dfg.ca.gov/licensing/index.html

CalTIP

To report a poaching or polluting incident, call (888) DFG-CALTIP or (888) 334-2258

2004/2005 INITIAL ORDER OF WATERFOWL ITEMS

Your initial order of waterfowl hunting items is enclosed. Your initial consignment of 2004/2005 waterfowl hunting items is based on your reported sales for the 2003/2004 license year. **Check your shipment carefully!** If you find a discrepancy in your shipment, write the discrepancy on the shipping report (i.e., missing books, books not listed on the shipping report, defective books) and fax or mail a copy to the License Agent Order Desk within five (5) business days.

IMPORTANT: Claims of missing items will only be allowed if they are noted upon receipt and reported to the License Agent Order Desk within five (5) business days.

To ensure that your customers have sufficient time to apply for reservations to hunt on State-operated wildlife areas during the upcoming waterfowl season, please make duck stamps, wildlife area passes and waterfowl reservation applications available to your customers immediately.

2004 Hunting Regulations

The Fish and Game Commission will adopt the 2004/2005 waterfowl hunting season and regulations on August 27. Waterfowl hunting regulations will be shipped to you directly from the printer in October. If you need to reorder additional copies, contact the License Agent Order Desk at (916) 227-2253. Complete hunting regulations are available on the Fish and Game Commission's web site at www.dfg.ca.gov/fg_comm/regs.html.

Holiday Schedule for 2004

Department offices will be closed for the following State holidays so please plan accordingly:

September 6, 2004
October 11, 2004
November 11, 2004

November 25 & 26, 2004
December 25, 2004

Just a Reminder.....

- Check your license inventory often and allow 10 days for delivery of license orders.
- Next day air service and Saturday delivery for license orders are not available.
- All walk-in business for License Agents is discontinued. This includes picking up license orders and dropping off sales reports.

Changes to Hunting Licenses and the Harvest Information Program Survey

The 2004/2005 hunting license format has changed. The hunting license is smaller and no longer includes the Harvest Information Program (HIP) survey.

Important: Any person who will hunt migratory birds in 2004/2005, must have a HIP Stamp affixed to their license. To make sure that your customers are properly licensed to hunt migratory birds, you must ask all hunting license applicants if they plan on hunting migratory birds in 2004/2005. If an applicant indicates they may hunt migratory game birds, license agents must have them complete a HIP form and affix a HIP stamp to the back of the applicant's hunting license. HIP surveys are located in a separate book for the 2004/2005 license year.

Completed HIP forms must be mailed to the U.S. Fish and Wildlife Service (USFWS) every two weeks (on the 10th and the 25th of each month) in the envelopes provided by the DFG.



Important: The envelopes provided must only be used to send your HIP forms to the USWS. Do NOT use the envelope to return your sales reports. The envelopes will be delivered directly to the USFWS in Laurel, Maryland.

Reservation Application Process for 2004/2005

As in previous years, hunters have three options to choose from when applying for reservations to hunt on State-operated wildlife areas:

- The One-Choice Application (\$1.30) requires hunters to fill out their personal data (name, address, hunting license number and driver's license number) and then choose any available shoot date and area throughout the 2004/2005 waterfowl season. This form is available from license agents and DFG license sales offices.
- The Five-Choice Application (\$6.55) enables hunters to enter their personal data only once, while allowing them to apply for five areas on different shoot dates; or five shoot dates for the same area; or any combination thereof. This form is available from license agents and DFG license sales offices.
- The Season-Long Application enables hunters who submit numerous applications each year to fill out their personal information just once and apply for every available Saturday, Sunday, and/or Wednesday shoot date throughout the season at any Type A State-operated wildlife area. Hunters who participated in the 2003/2004 waterfowl reservation drawings will be mailed season-long applications in mid September. Additional season-long applications are available from DFG license sales offices and online at www.dfg.ca.gov/licensing/waterfowl/waterfowl.html.

All applications to hunt at State-operated wildlife areas must be received at the License and Revenue Branch in Sacramento at least 17 days prior to the shoot date. Late applications will be disqualified. Hunters must provide their 2004/2005 hunting license number and their driver's license or DMV-ID number when filling out applications.

Successful applicants will receive a reservation post card which they can take to the wildlife area for admission. Hunters who receive reservations must purchase a one-day, two-day, or season pass for admittance to the area. Using their hunting license number, hunters can check to see if they were drawn for a reservation on the Department's web site at www.dfg.ca.gov/licensing/waterfowl/waterfowldrawresults.html

If you or your customers have any questions about the waterfowl drawing system, please contact Mr. Glenn Underwood, Waterfowl Drawing Program Coordinator, at (916) 227-2268 or by email gunderwo@dfg.ca.gov.

California Duck Stamp and Upland Game Bird Stamp Not Required for Junior Hunters

Any person hunting under the authority of a Junior Hunting License is not required to purchase a California Duck Stamp or an Upland Game Bird Stamp to hunt waterfowl or upland game birds. A Federal Duck Stamp is required for all persons 16 years of age or older to hunt waterfowl, even if they are hunting under the authority of a Junior Hunting License. (Sections 3682 and 3700, Fish and Game Code)

Hunter Education Requirements

When issuing a hunting license you are required to record the evidence of hunter education on the inside of the license book cover. All hunters must present one of the following when applying for a California hunting license:

- An annual California hunting license issued in any prior year;
- A two-day nonresident California hunting license issued after the 1999/2000 license year;
- A written declaration that the hunter had a California hunting license in any prior year, but that license is now lost or destroyed;
- A California certificate of hunter education completion or equivalency with a California hunter education validation stamp;
- A certificate of successful completion of a California-approved hunter education course from any state or Canadian province; or
- A current hunting license or a hunting license issued in either of the two previous years from any state.

Hunter Education Classes

There are no age restrictions for hunter education classes but most instructors set a minimum age requirement of 10 years of age. Classes include at least 10 hours of instruction in a wide range of topics, such as hunting ethics, wildlife conservation and management, safe firearms handling, wildlife identification, and care of game. There is a minimal fee to cover the instructor's out-of-pocket expenses. For information on upcoming classes, please contact your nearest DFG office, visit our web site at www.dfg.ca.gov/huntered/index.html or call one of the telephone number listed below:

Northern California/North Coast Region - (530) 225-2003
Sacramento Valley/Central Sierra Region - (916) 351-0833
San Francisco Bay Area/Central Coast Region - (707) 944-5576
San Joaquin Valley/Southern Sierra Region - (559) 445-6454
Southern California - (562) 590-5185

License Agent Compliance with License Sales Reporting Requirements

To assist license agents with sales and reporting, the DFG recently revised the License Agent Manual (LAM) and distributed it to all license agents. Please ensure that all staff responsible for license issuance and sales reporting are familiar with the information contained in the LAM. To request additional copies of the LAM please contact the License Agent Order Desk at (916) 227-2253.

In addition, the issuance instructions for all 2004/2005 hunting license items have been revised to provide step by step procedures for license sales staff to ensure customers are licensed properly. Please ensure that all license sales staff read the book covers prior to issuing license items. Questions about license requirements, issuance procedures, or completing monthly sales reports should be directed to the Compliance Unit at (916) 227-2260, (916)227-2268, or e-mail agent@dfg.ca.gov.

PLEASE SHARE THIS INFORMATION WITH YOUR LICENSE SALES EMPLOYEES TO BETTER SERVE YOUR CUSTOMERS.